



Book	Policy Manual
Section	4000 Classified Staff
Title	STAFF ETHICS
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4210 - **STAFF ETHICS**

An effective educational program requires the services of employees of integrity, high ideals, and human understanding. To maintain and promote these essentials, the School Board expects all professional staff members to maintain high standards in their working relationships.

Professional staff members in the performance of their professional duties will:

- A. recognize the basic dignities of all individuals with whom they interact in the performance of duties and to treat all individuals in a respectful manner;
- B. refrain from knowingly making false or malicious statements about any employee, student, or parent;
- C. refrain from communication in the performance of their professional duties that does not align with the vision, mission, and purpose of the corporation; this communication may be live, print, or digital;
- D. refrain from making a false statement in or concerning an application for a position, or fail to disclose a material fact relating to competency or qualification;
- E. represent their qualifications accurately;
- F. will not use leave for other than the purpose for which it is granted;
- G. encourage or engage in only appropriate relationships with students;
- H. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- I. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- J. keep in confidence all private information unless disclosure is required by law, authorized by the Superintendent, or is necessary to protect the health and welfare of the student or others;
- K. ensure that their actions, or those of another on their behalf, are not made with the specific intent of advancing private economic interests;
- L. refrain from using their position or public property, or permitting another person to use an employee's position or public property, for partisan, political, or sectarian religious purposes. This will in no way limit the staff member's constitutionally or legally protected rights as a citizen; and
- M. avoid accepting anything of value offered by another for the purpose of influencing judgment.

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